


U.S. Department of Transportation United States Coast Guard 	Commandant United States Coast Guard	2100 2 nd Street SW Washington, DC 20593-0001 Staff Symbol: G-WPC-3 Phone: (202) 267-0921 Phone: (202) 267-264
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COMDTINST 12451.2
MAR 29 2001

COMMANDANT INSTRUCTION 12451.2

Subj: COAST GUARD CIVILIAN EMPLOYEE OF THE YEAR AWARD (CEOY)

Ref: (a) Coast Guard Civilian Awards Manual, COMDTINST M12451.1B
(b) Invitational Travel, COMDTINST 12570.3D
(c) Federal Travel Regulations, Chapter 301, Temporary Duty Travel

- PURPOSE. This Instruction establishes policy, responsibilities and procedures for the annual recognition of a civilian employee under a new Coast Guard-wide Civilian Employee of the Year (CEOY) Program.
- ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, chiefs of special staff offices in Headquarters, assistant commandants for directorates, Chief of Staff, Chief Counsel, Director of Information and Technology Directorate, Director of Finance and Procurement Directorate, and Director of Resource Management shall ensure compliance with the provisions of this Instruction.
- DIRECTIVES AFFECTED. None.
- DISCUSSION. The CEOY Program recognizes, annually, outstanding achievements by Coast Guard civilians in any career field for the period 1 January through 31 December. Employees in grades GS-9 or WG-10 or below who have demonstrated superior job performance or have made significant contributions to the community or charitable volunteer programs sponsored by the Coast Guard, the Department of Transportation, other Federal, State, Local governments, or National organizations are eligible for this award. Nominees should reflect Coast Guard's core values of "Honor, Respect, and Devotion to Duty."

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5. ELIGIBILITY. Any appropriated fund employee in grades GS-9 or WG-10 and below who meets the following criteria:
 - a. Has been an employee of the Coast Guard for a minimum of one year; and
 - b. Has received a rating of “Meets” or “Exceeds” under the Excellence, Achievement and Recognition System (EARS) for the period covered by the award nomination.
6. SELECTION CRITERIA. The following criteria will be considered in selecting the CEOY:
 - a. Documented consistently outstanding job performance.
 - b. Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
 - c. Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures, or for inventions that result in considerable savings in manpower, time, space, materials, or other items of expense; or improved safety and health of the workforce.
 - d. Demonstrated leadership in performing duties that resulted in improved productivity of the command, including customer focus, promoting teamwork and commitment to achieving excellence.
 - e. Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Federal government.
 - f. Demonstrated significant contributions to the community or charitable volunteer organizations.
 - g. Exemplifies Coast Guard Core values of “Honor, Respect, and Devotion to Duty.”
7. NOMINATION PROCEDURES. Commandant (G-WPC) shall solicit nominations for the Civilian of the Year Award, via ALCOAST, in January each year, with submissions due April 1. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, chiefs of special staff offices in Headquarters, assistant commandants for directorates, Chief of Staff, Chief Counsel, Director of Information and Technology Directorate, Director of Finance and Procurement Directorate, and Director of Resource Management Directorate, shall submit nominations directly to Commandant (G-WPC) for consideration. Nominations must include the following:
 - a. Nominee's name, title, series, and grade of current position;
 - b. Brief statement of current duties;
 - c. Brief biographical sketch (personal, if available and appropriate, but primarily employment history);
 - d. Listing of previous honors and awards; and
 - e. Narrative of the nominee's outstanding achievement based on specific facts and examples which clearly show that the achievement was exceptional in accordance with the selection criteria above. Nominations shall not to exceed two typed pages.
8. REVIEW AND APPROVAL. Nominations received by Commandant (G-WPC) are reviewed for procedural compliance and adequacy of documentation and forwarded to the Coast Guard Awards

Review Board, which will submit its recommendation to the Commandant (G-C) by 15 April for final approval.

9. AWARDS. Awardee receives a cash award of \$1000.00 and a crystal CEOY award device.
10. RECOGNITION. Each April, the Commandant will announce via ALCOAST, the Coast Guard Civilian Employee of the Year. The announcement will coincide with the Enlisted Person of the Year announcement. The Civilian Employee of the Year awardee will be honored at an appropriate ceremony in Washington, D.C., as soon after the announcement as practicable. The celebration will normally be in conjunction with activities commemorating the achievements of the Enlisted Person of the Year.
 - a. Travel, lodging, and per diem for the CEOY will be funded by Commandant (G-WPC). Invitational travel orders (Ref (b)) or temporary duty travel orders (Ref (c)), as appropriate, for the spouse of the CEOY awardee may be issued by the Command.
 - b. Each CEOY shall have their name inscribed on the perpetual plaque displayed at Coast Guard Headquarters.
11. RESPONSIBILITIES.
 - a. Commandant (G-WPC) shall administer the Program.
 - b. Command Officials shall actively promote the CEOY and solicit nominations.
 - c. The Chief, Office of Public Affairs and Commandant (G-WPC) shall publicize the CEOY prominently to encourage recognition of and interest in the individuals selected for this recognition.